

**SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**ATTACHMENT J-8.C.3.5.4 TABLE 2 JANITORIAL SCHEDULE**

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**ATTACHMENT J-8.C.3.5.4 TABLE 2 JANITORIAL SCHEDULE**

Work Item		A	B	C	D
SPACE CLEANING	Emptying Waste Containers (Food Containing and Restroom Containers)	D	D	D	D
	Emptying Waste Containers (Interior Trash Disposal; office rubbish)	D	D	2W	2W
	Low Area Cleaning (Room Cleaning)	W	AR	M	
	Recyclable Collection	W	AR	2W	2W
	Special Cleaning (Clean Fountains/Sinks/Kitchen/ Coffee Mess)	D	D	2W	
	Interior Window Cleaning (Clean Interior Glass)	4Y	2Y	AR	
	Exterior Window Cleaning	Y	AR	AR	
	HVAC Diffusers	AR	AR	AR	
FLOORS	Sweeping/Dust Mopping (Dust Mop/Sweep Floor)	D	2W		
	Vacuum Carpets and Rugs (Vacuum Carpet)	D	2W	AR	
	Cleaning Walk-off Mats	D	2W	AR	
	Damp Mopping (Wet Mop)	2W	W		
	Waxing and Buffing (Floor Finish)	M	6Y		
	Stripping and Re-waxing (Strip/Seal/Refinish Tile Floor)	4Y	2Y		
	Carpet and Rug Deep Cleaning (Shampoo Carpet)	3Y	2Y	AR	
RESTROOM, BREAKROOM	Restroom Services	D	D	2W	2W
	Restroom Cleaning (Clean Restrooms)	D	D	2W	2W
	Supplies (Service Restrooms)	D	D	2W	2W

LEGEND	
<b>D</b>	Daily
<b>2W</b>	Two times per week
<b>W</b>	One Time per week
<b>3Y</b>	Three times per year
<b>2Y</b>	Two times per year
<b>Y</b>	One time per year
<b>M</b>	One time per month
<b>6Y</b>	Six times per year
<b>4Y</b>	Four times per year
<b>2M</b>	Two times per month
<b>AR</b>	As Required